



TeamWorks Travel & Expense

Self-Service Training Opportunities

**Documents, Video Demonstrations and Interactive Hands-On Simulations
are available 24 x 7**

For Access: Click on individual links

[Traveler Recommended Training](#)

[Travel Assistant Recommended Training](#)

[Expense Delegate Recommended Training](#)

[Approver Recommended Training](#)

[Back Office Recommended Training](#)

[Local Travel Administrator Recommended Training](#)

TeamWorks Travel & Expense - User Training By ROLE

Traveler Recommended Training

Documentation: How To Documents (step by step with screenshots)

How to Add an Additional Approver	How to Correct Allocations
How To Change Your TTE Password	How to Enter Allocations and Create Favorites
How to Copy an Expense Item	How to Use Allocation Favorites
How to Enter Car Rental Expenses	How to Import Smart Expenses
How to Enter Personal Car Mileage	How to Itemize a Hotel Expense with Multiple Room Rates
How to Enter Travel Allowances-No Overnight Stay	How to Verify My Email Address for Receipt Store
How to Enter Travel Allowances – Overnight Stay	How to Fax Receipts
How to Correct an Existing Travel Allowance	How to Troubleshoot Faxed Receipts
How to Edit Provided Meals	How to Fix Fax and Upload Receipt Image Errors

Documentation: Qlook Documents (step by step - no screenshots)

QLook-Entering Miles – Single Day Trips	QLook-Entering Personal Miles – Multiple Day Trips
QLook-Entering Travel Allowance – No Overnight Stay	QLook-Creating Expense Report from a Completed Trip
Qlook-Using the Allocation Function	

Documentation: Reference Materials and FAQ

TTE System User Reference	TTE Receipt Store Handbook
Travel Request Users Guide	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
Statewide Travel Policy Link (Select the Travel Policy to open it)	State of Georgia Travel Policy, Meal Allowances (In State)
TTE Participating Agencies (Select TTE Participating Agencies link)	Travel Contacts (Select Travel Contacts link)
TTE Buttons and Icons	

Interactive hands on Training Simulations are between 2 and 12 minutes in length.

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
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TTE Travel Training Simulations:

Updating a Travel Profile	Sharing Trip Reservation
Creating a Travel Reservation	Cloning a Travel Reservation
Changing a Trip	Working With a Travel Template

TTE Expense Training Simulations:

Attaching Receipts	
Attaching Multiple Receipts	Converting Foreign Currency
Create an Expense Report Based on a Trip	Applying a Travel Request to an Existing Expense Report
Creating an Expense Report with Fixed Travel Allowances	Removing a Travel Request from an Existing Expense Report
Entering Personal Car Mileage	Working With Cash Advances
Itemizing Nightly Lodging Expense	Working With Travel Allowances
Printing and Submitting an Expense Report	Adding Attendees to a Business Meal
Allocating Expenses	Correcting and Resubmitting an Expense Report

TTE Travel Training Demonstrations (Videos): These are videos and are not interactive.

TTE Air, Car and Hotel Res	Import Hotel Itinerary
TTE Hotel Only Res	Import Company Card Travel Charges Into a

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	New Expense Report (Smart Expenses)
TTE Car Only Res	Traveler Training Video 2 hours
TTE Air Only Res	

Travel Assistant Recommended Training

Documentation: How To Documents (step by step with screenshots)

How To Change Your TTE Password	
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Documentation: Reference Materials and FAQ

TTE System User Reference	TTE Receipt Store Handbook
Travel Request Users Guide	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
Statewide Travel Policy Link (Select the Travel Policy to open it)	Travel Assistant Handbook
TTE Participating Agencies (Select TTE Participating Agencies link)	Travel Contacts (Select Travel Contacts link)
TTE Buttons and Icons	

Interactive hands on Training Simulations are between 2 and 12 minutes in length.

TTE Access Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Travel Training Simulations:

Updating a Travel Profile	Changing a Trip
Creating a Travel Reservation	Cloning a Travel Reservation
	Working With A Travel Template

TTE Travel Training Demonstrations (Videos): These are videos and are not interactive.

TTE Air, Car and Hotel Res	TTE Hotel Only Res
TTE Car Only Res	TTE Air Only Res
Traveler Training Video 2 hours	

Expense Delegate Recommended Training

Documentation: Reference Materials and FAQ

TTE System User Reference	TTE Participating Agencies Select TTE Participating Agencies link)
Statewide Travel Policy Link (Select the Travel Policy to open it)	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
TTE Buttons and Icons	TTE Receipt Store Handbook

Documentation: How To Documents (step by step with screenshots)

How to Add an Additional Approver	How to Correct Allocations
How To Change Your TTE Password	How to Enter Allocations and Create Favorites
How to Copy an Expense Item	How to Use Allocation Favorites
How to Enter Car Rental Expenses	How to Import Smart Expenses
How to Enter Personal Car Mileage	How to Itemize a Hotel Expense with Multiple Room Rates
How to Enter Travel Allowances-No Overnight Stay	How to Verify My Email Address for Receipt Store
How to Enter Travel Allowances – Overnight Stay	How to Fax Receipts
How to Correct an Existing Travel Allowance	How to Troubleshoot Faxed Receipts

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How to Edit Provided Meals	How to Fix Fax and Upload Receipt Image Errors
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Documentation: Qlook Documents (step by step - no screenshots)

QLook-Entering Miles – Single Day Trips	QLook-Entering Personal Miles – Multiple Day Trips
QLook-Entering Travel Allowance – No Overnight Stay	QLook-Creating Expense Report from a Completed Trip
Qlook-Using the Allocation Function	

TTE Travel Training Demonstrations (Videos):

Import Company Card Travel Charges Into a New Expense Report	Traveler Training Video 2 hours
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The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Attaching Receipts	
Attaching Multiple Receipts	Converting Foreign Currency
Create an Expense Report Based on a Trip	Applying a Travel Request to an Existing Expense Report
Creating an Expense Report with Fixed Travel Allowances	Removing a Travel Request from an Existing Expense Report
Entering Personal Car Mileage	Working With Cash Advances
Itemizing Nightly Lodging Expense	Working With Travel Allowances
Printing and Submitting an Expense Report	Adding Attendees to a Business Meal
Allocating Expenses	Correcting and Resubmitting an Expense Report

NOTE: Viewing any of the Traveler Expense simulations would also be helpful as you have time.

Approver Recommended Training

TTE Approvers:

Videos:

TTE Approver Training 30 Minutes	
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Documentation: Reference Materials and FAQ

TTE System User Reference	Approvers Handbook
Statewide Travel Policy Link (Select the Travel Policy to open it)	TTE Participating Agencies Select TTE Participating Agencies link)
TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.	Statewide Travel Advance Policy (OPB)
TTE Buttons and Icons	

Documentation: (How To documents have screenshots, QLook documents do not)

QLook-Expense Report Approver Checklist	Qlook-Request Approver Checklist
QLook-Cash Advance Approver Checklist	

The following optional Training Simulations are between 2 and 12 minutes; most are 3-5 minutes.

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

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TTE Expense Training Simulations:

Reviewing and Approving an Expense Report	Allocating Expenses
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Back Office Recommended Training

TTE Expense Back Office Processor: Attendance at Back Office Processor Classroom Training at SAO is REQUIRED.

Videos:

Expense Processor (video) (20 minutes)	
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TTE Back Office – HIGHLY RECOMMENDED:

TTE Traveler Training Video 2 hours	TTE Approver Training 30 Minutes
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Documentation:

TTE System User Reference	Approvers Handbook
Back Office Expense Processor Handbook	TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.
Statewide Travel Policy Link (Select the Travel Policy to open it)	Statewide Travel Advance Policy (OPB)
TTE Buttons and Icons	

Documentation: (How To documents have screenshots, QLook documents do not)

QLook-Expense Report Approver Checklist	QLook-Request Approver Checklist
QLook-Cash Advance Approver Checklist	

Documentation: (How To documents have screenshots, QLook documents do not)

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How to Edit Provided Meals	How to Fix Fax and Upload Receipt Image Errors

The following optional Training Simulations are available on the GA Travel & Expense Training Portal

TTE Access Training Simulations:

Logging In - Logging into Expense	Changing Your TTE Password
Homepage - Exploring the My Concur Homepage	

TTE Expense Training Simulations:

Allocating Expenses	
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Local Administrator Recommended Training

TTE Local Travel Administrator: Attendance at Local Administrator Classroom Training at SAO is REQUIRED

Videos:

User Administration (video)	Overview of Custom System Reporting for Local Administrators (video)
User Permissions (video)	Expense Proxy Logon (video)
Cash Advance Administration (video)	

NOTE: Viewing any of the Traveler Expense videos or simulations would also be helpful as you have time.

TTE Back Office – HIGHLY RECOMMENDED:

TTE Traveler Training Video 2 hours	TTE Approver Training 30 Minutes
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Documentation:

Local Administrator Reference Materials and Tools Contains Administrator Handbooks, Templates, etc.	Approvers Handbook
Back Office Expense Processor Handbook	TTE System User Reference
TTE FAQ's – updated monthly on SAO website; scroll to FAQ section.	TTE Buttons and Icons
Statewide Travel Policy Link (Select the Travel Policy to open it)	Statewide Travel Advance Policy (OPB)